



Republic of the Philippines
VISAYAS STATE UNIVERSITY
 Visca, Baybay City, Leyte

PURCHASE REQUEST

Dept./Office: **DFS**

PR No.: **GF-2022-09-01823**

Date: **09-14-2022**

Section/End-User: **Noessa C. David**

Category: **Office Supplies**

Funding Source: **General Fund - MOOE**

Project Title/Code: **DFS-Higher Education 2023**

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
1	Air Freshener, Scented Gel, at least 180g, Lemon/Orange Scent	pcs	5	192.00		960.00
2	Air Freshener, Spray, at least 280mL, Lemon/Orange Scent	tubes	5	220.00	ANATOLIO N. POLINAR	1,100.00
3	Alcohol, Ethyl, 70% solution, 1 gallon	gallons	2	600.00		1,200.00
4	Battery, Alkaline, Size: AA, Nominal Voltage: 1.5 volts, 2 pcs/pack	pack	1	115.00		115.00
5	Battery, Rechargeable, 9 volts	pcs	1	600.00		600.00
6	Battery, Rechargeable, Nickel-Metal Hydride, Size: AA, 2 pcs/pack	pack	2	785.00	ANATOLIO N. POLINAR	1,570.00
7	Battery, Rechargeable, Nickel-Metal Hydride, Size: AAA, 2 pcs/pack	pack	1	785.00		785.00
8	Broom, Plastic, with long steel handle (approx. 140cm), for ceiling	pcs	2	420.00	ANATOLIO N. POLINAR	840.00
9	Broom, Soft (Tambo), Large, Heavy Duty	pcs	5	250.00	ANATOLIO N. POLINAR	1,250.00
10	Cleaner, Glass, 500mL, spray type, any scent	btls	3	200.00		600.00
11	Clip Board, Plastic, with PVC Cover, Long, any color	pcs	2	222.00		444.00
12	Clip, Double Binder, 1-1/4" (approx. 32mm), Black, 12 pcs/box	boxes	10	28.00		280.00
13	Clip, Double Binder, 1" (approx. 25mm), Black, 12 pcs/box	boxes	10	20.00		200.00
14	Clip, Double Binder, 2" (approx. 51mm), Black, 12 pcs/box	boxes	6	70.00		420.00
15	Clip, Double Binder, 3/4" (approx. 19mm), Black, 12 pcs/box	boxes	10	13.00		130.00
16	Clip, Paper, Big, Plastic Coated, 100pcs/box, (55mm) 120 grms	box of 50's	10	30.00		300.00
17	Clip, Paper, Small, Plastic Coated, 100pcs/box, (33mm)	boxes	10	14.00		140.00

Item #	Item Description	Unit	Qty	Unit Cost	PAR/ICS	Total Cost
18	Desk Tray, Metal, Double, Black, Dimension: approx. 18 x 25 x38cm	pcs	1	500.00		500.00
19	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 15L capacity	pcs	3	240.00		720.00
20	Dust Bin (Trash Bin), durable plastic, w/ swing-type cover, approx. 25L capacity	pcs	3	300.00		900.00
21	Empty Water Bottle (5 gallon), round, blue	pc	1	190.00		190.00
22	Envelope, Expanding, with garter tie, green, long	pc	20	15.00		300.00
23	Flashlight, rechargeable, LED, 220-240V 50/60Hz, duration time: 10 hrs (low torch), 2.5 hrs (high torch)	pcs	1	1,675.00		1,675.00
24	Folder, File, Long, 14pts, White	piece	100	10.00		1,000.00
25	Folder, Pressboard, US, Green, Long	pcs	20	30.00		600.00
26	Hand Sanitizer, Gel, Antibacterial, push-type, 250mL	btls	5	120.00		600.00
27	Ink, Refill, for Whiteboard Marker, Black, 30mL	btls	5	165.00		825.00
28	Multi-Purpose Glue, 130 g	btl	3	60.00		180.00
29	Original Portable Electric Kettle Water Heater 1.2L	pc	1	500.00		500.00
Specification: • 1.2 Liters Capacity • Durable Plastic Housing • Automatic Power Shut OFF • With Boil Dry Protection Switch • 1000WATTS • Material : High Quality Food Grade Plastic (SAFE)						
30	Paper Cutter, wood, A4 size	piece	1	625.00		625.00
31	Paper, Bond, A4, S-24, 80 gsm	reams	50	289.00		14,450.00
Specification: bright white, high premium quality						
32	Paper, Bond, Long, S-24, 80 gsm	reams	20	328.00		6,560.00
Specification: bright white, high premium quality						
33	Paper, Photo, high gloss, A4, 230G, 20 shts/pack	pack	5	250.00		1,250.00
34	Paper, Photo, matte finish, 146GSM, 10 shts/pack	pack	5	75.00		375.00
35	Pen, Ball, blue	pieces	50	10.00		500.00
36	Pen, Ball, red	pieces	20	10.00		200.00

37	Pen, Sign, .5mm, Gel-type, Blue	piece	10	35.00		350.00
38	Pen, Whiteboard Marker, red	pieces	5	50.00	ANATOLIO N. POLINAR	250.00
39	Pen, Whiteboard Marker, black	pieces	12	50.00		600.00
40	Pencil, Lead, #2, w/ eraser	pieces	20	10.00		200.00
41	Pin, Push, hammerhead type, asstd colors 50s/pack	boxes	2	35.00		70.00
42	PVC Plastic Cover 100pcs per Pack A4 size 0.2mm	packs	2	500.00		1,000.00
43	Rags, large, good quality, size 24"x15", water absorbent	pcs	5	40.00		200.00
44	Record Book, Big, 500 pages	pcs	5	115.00		575.00
45	Ring Binder, plastic, 14mm, 9/16" black	pieces	10	15.00		150.00
46	Ring Binder, plastic, 20mm, 3/4" black	pieces	15	22.00		330.00
47	Ring Binder, plastic, 25mm, 1" black	pieces	10	30.00		300.00
48	Ring Binder, plastic, 38mm, 1-1/2" black	pieces	10	46.00		460.00
49	Ring Binder, plastic, 8mm, 5/16" black	pieces	10	8.00		80.00
50	Rubber sponge, round	pieces	5	13.00		65.00
51	Rubberband, #18, 350 gms/box	boxes	1	270.00		270.00
52	Ruler, Plastic, 12"	pieces	5	15.00		75.00
53	Ruler, Plastic, 24"	pieces	2	35.00		70.00
54	Scissors, 8" heavy duty, good quality	pieces	3	75.00		225.00
55	Soap, Detergent, Liquid, 1 gal, any scent	gal	3	350.00		1,050.00
56	Soap, Detergent, Powder, 1 kilo/pack, any scent	kl	5	105.00		525.00
57	Soap, Dishwashing, Liquid, 250mL	btls	3	150.00		450.00
58	Soap, Toilet, regular size	pieces	5	35.00		175.00

Specification:

- at least 60 grams
- eliminates at least 99% of bacteria

59	Spin Mop, w/ stainless steel wringer bucket, w/ durable & ergonomical PP plastic mop handle, 360deg. spin microfiber mop head, 180deg. flexible mop pole	pcs	1	1,500.00		1,500.00
60	Staple Wire No. 35-5M Leg Length 6mm (1/4")	boxes	5	80.00		400.00
61	Stapler, HD No.35	pc	1	350.00		350.00
62	Stick Broom (tingting) 6" from the top, approx 370 pcs	piece	5	40.00		200.00
63	Sticker Paper, high gloss A4 size, 50 sheets/pack	pack	1	155.00		155.00

64	Sticky Note, 3 x 3, Yellow	pads	10	84.00		840.00
65	Table Fork, Stainless steel, 1 doz	dozen	3	205.00		615.00

Specification:

Table Fork, Stainless steel

66	Table Spoon, Stainless steel	dozen	3	205.00		615.00
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Specification:

Table spoon, stainless steel

67	Tape, Double Sided, 1" x 10m	rolls	3	35.00		105.00
68	Tape, Double Sided, 2" x 10m	rolls	3	70.00		210.00
69	Tape, Transparent, 12mm x 50m	rolls	2	68.00		136.00
70	Tissue, Bathroom, 2 Ply, 12rolls/pack	pack	5	204.00		1,020.00
71	Toilet Bowl and Urinal Cleaner, at least 500mL	btls	3	125.00		375.00
72	Toilet Brush with Holder	set	3	180.00		540.00
73	Trash Bag (Garbage Bag), Medium (13x13x32 inches), 10pcs/pack, Black	pack	5	40.00		200.00
74	Vellum Board, White, Size: 8.5" x 11" (Letter), 180gsm, 10pcs/pack	packs	9	50.00		450.00
75	Whiteboard, Wall Mount, 2' x 3', w/ aluminum frame	pcs	1	880.00		880.00
TOTAL						58,945.00

Purpose: For office use

Checked by:		Funds Available:	
 ALICIA M. FLORES		 ALICIA M. FLORES <i>by DES</i>	
TWG - Office Supplies		HEAD, BUDGET OFFICE <i>201</i>	
Signature:	Requested by:	Noted by:	Approved by:
Printed Name:	NOESSA C. DAVID	ANATOLIO N. POLINAR	EDGARDO E. TULIN
Designation:	END USER	UNIT HEAD, PROJECT LEADER	PRESIDENT, VSU